

Claygate Parish Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 30/04/2024		
	Cash in Hand 01/04/2024		127,874.19
	ADD Receipts 01/04/2024 - 30/04/2024		52,404.42
	SUBTRACT Payments 01/04/2024 - 30/04/2024		180,278.61
	Cash in Hand 30/04/2024 (per Cash Book)		3,619.06
B	Cash in hand per Bank Statements		
	Petty Cash	30/04/2024	55.43
	Unity Trust	30/04/2024	133,320.85
	Cambridge BS	30/04/2024	43,283.27
	Lloyds Bank Credit Card	30/04/2024	0.00
			176,659.55
	Less unrepresented payments		
Plus unrepresented receipts		176,659.55	
		176,659.55	
A = B Checks out OK			

Claygate Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/08/2024		
	Cash in Hand 01/04/2024		127,874.19
	ADD		
	Receipts 01/04/2024 - 31/08/2024		83,180.05
			211,054.24
	SUBTRACT		
	Payments 01/04/2024 - 31/08/2024		17,051.59
A	Cash in Hand 31/08/2024 (per Cash Book)		194,002.65
	Cash in hand per Bank Statements		
	Petty Cash	31/08/2024	55.43
	Unity Trust	31/08/2024	150,663.95
	Cambridge BS	31/08/2024	43,283.27
	Lloyds Bank Credit Card	31/08/2024	0.00
			194,002.65
	Less unrepresented payments		
			194,002.65
	Plus unrepresented receipts		
B	Adjusted Bank Balance		194,002.65
	A = B Checks out OK		

Committed Spend

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

Income		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
1	Precept	56,672.00		-56,672.00						-56,672.00 (-100%)
2	Precept Grant	3,000.00		-3,000.00						-3,000.00 (-100%)
3	Interest Received	320.00		-320.00						-320.00 (-100%)
4	CIL		46,921.37	46,921.37						46,921.37 (N/A)
5	VAT		5,582.87	5,582.87						5,582.87 (N/A)
53	Remembrance Day	700.00		-700.00						-700.00 (-100%)
SUB TOTAL		60,692.00	52,504.24	-8,187.76						-8,187.76 (-13%)

Staffing		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
6	Salaries & NI				16,302.00	9,411.80		9,411.80	6,890.20	6,890.20 (42%)
18	Pension				652.08	294.48		294.48	357.60	357.60 (54%)
33	Staffing General									(N/A)
37	Locum Expenditure									(N/A)
SUB TOTAL					16,954.08	9,706.28		9,706.28	7,247.80	7,247.80 (42%)

Highways		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
26	Highway Trees				250.00				250.00	250.00 (100%)
27	Bus Shelter & Bench Mæ				100.00				100.00	100.00 (100%)
28	Bridleways				500.00				500.00	500.00 (100%)
SUB TOTAL					850.00				850.00	850.00 (100%)

Planning		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
32	Planning				1,500.00				1,500.00	1,500.00 (100%)
SUB TOTAL					1,500.00				1,500.00	1,500.00 (100%)

Communications		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
34	Newsletter Printing, Des				4,893.00	435.26		435.26	4,457.74	4,457.74 (91%)
35	Website				706.87	60.00		60.00	646.87	646.87 (91%)
36	Other Publicity				100.00	50.22		50.22	49.78	49.78 (49%)

Committed Spend

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

SUB TOTAL				5,699.87	545.48		545.48	5,154.39	5,154.39 (90%)
------------------	--	--	--	-----------------	---------------	--	---------------	-----------------	---------------------------------

Grants and CIL

		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
21	Youth				1,000.00				1,000.00	1,000.00 (100%)
22	Christmas Lights Event				500.00				500.00	500.00 (100%)
23	Climate Improvement				1,000.00				1,000.00	1,000.00 (100%)
24	Other Grants		29,940.00	29,940.00	1,000.00	2,481.25		2,481.25	-1,481.25	28,458.75 (2845%)
25	Public Projects				1,265.00				1,265.00	1,265.00 (100%)
40	Litter Pick Mornings				300.00				300.00	300.00 (100%)
41	Remembrance Day		700.00	700.00	635.00				635.00	1,335.00 (210%)
42	Detritus Day				300.00				300.00	300.00 (100%)
SUB TOTAL			30,640.00	30,640.00	6,000.00	2,481.25		2,481.25	3,518.75	34,158.75 (569%)

Environment

		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
29	Highway Garden Sites				4,760.00	300.00		300.00	4,460.00	4,460.00 (93%)
30	Highway Garden Site Pr					900.00		900.00	-900.00	-900.00 (N/A)
31	Hanging Baskets and Tr				3,342.05	300.00		300.00	3,042.05	3,042.05 (91%)
SUB TOTAL					8,102.05	1,500.00		1,500.00	6,602.05	6,602.05 (81%)

Public Projects

		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
46	Other Public Projects									(N/A)
SUB TOTAL										(N/A)

Elections

		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
20	Election Expenses				11,282.00				11,282.00	11,282.00 (100%)
50	Election Accrued Budge				3,000.00				3,000.00	3,000.00 (100%)
SUB TOTAL					14,282.00				14,282.00	14,282.00 (100%)

General Expenditure

		Receipts			Payments				Net Position	
Code	Title	Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
8	Training				500.00	50.00		50.00	450.00	450.00 (90%)

Committed Spend

All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

9	Office Supplies	200.00			200.00	200.00 (100%)
10	Meeting Room Hire and	1,200.00	823.40	823.40	376.60	376.60 (31%)
13	Equipment Insurance	300.00			300.00	300.00 (100%)
14	Subscriptions	2,436.00	308.00	308.00	2,128.00	2,128.00 (87%)
16	Miscellaneous Admin Cc	300.00			300.00	300.00 (100%)
43	Meeting Expenses		58.42	58.42	-58.42	-58.42 (N/A)
45	Equipment		214.59	214.59	-214.59	-214.59 (N/A)
51	Clean up day		94.16	94.16	-94.16	-94.16 (N/A)
52	Water		32.05	32.05	-32.05	-32.05 (N/A)
SUB TOTAL		4,936.00	1,580.62	1,580.62	3,355.38	3,355.38 (67%)

Operating Costs

Code	Title	Receipts			Payments				Net Position	
		Budget	Actual	Variance	Budget	Actual	Committed	Total	Variance	Net Position
7	Working from Home Allc				312.00				312.00	312.00 (100%)
11	Telephone				132.00	49.76		49.76	82.24	82.24 (62%)
12	Audit				600.00				600.00	600.00 (100%)
15	Office Equipment					11.31		11.31	-11.31	-11.31 (N/A)
17	Bank Charges		13.21	13.21	144.00	24.00		24.00	120.00	133.21 (92%)
19	GDPR Compliance (Mic				760.00	141.96		141.96	618.04	618.04 (81%)
38	Office Software				970.00	738.30		738.30	231.70	231.70 (23%)
39	Public Liability Insuranc				650.00				650.00	650.00 (100%)
49	Website									(N/A)
SUB TOTAL			13.21	13.21	3,568.00	965.33		965.33	2,602.67	2,615.88 (73%)

Summary

NET TOTAL	60,692.00	83,157.45	22,465.45	61,892.00	16,778.96		16,778.96	45,113.04	67,578.49 (55%)
------------------	------------------	------------------	------------------	------------------	------------------	--	------------------	------------------	------------------------

Listing of Payments in each Code for All Cost Centres
(Between 01-04-2024 and 07-10-2024)

Cost Centre Staffing

Code Number 6 Salaries & NI

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
9	16/04/2024	Dawn Lacey		Unity Trust	CHQ 761	Clerk Salary	Dawn Lacey	X	344.85		344.85
10	19/04/2024	Dawn Lacey		Unity Trust	CHQ 759	Clerk Salary	Dawn Lacey	X	480.70		480.70
21	22/04/2024			Unity Trust		Clerk Salary	Surrey Community Action	E	852.13		852.13
23	13/06/2024			Unity Trust		Clerk Salary	Surrey Community Action	X	1,905.03		1,905.03
30	28/05/2024			Unity Trust	CHQ 300756	Clerk Salary	Surrey Community Action	X	114.00		114.00
31	13/05/2024			Unity Trust	DD SCA 130520	Clerk Salary	Surrey Community Action	X	1,905.03		1,905.03
49	15/07/2024			Unity Trust	Surrey CA	Clerk Salary	Surrey Community Action	X	1,905.03		1,905.03
54	13/08/2024			Unity Trust	Clerk Salary	Clerk Salary	Surrey Community Action	X	1,905.03		1,905.03
Subtotal for Code: Salaries & NI									£9,411.80		£9,411.80

Code Number 18 Pension

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
16	29/04/2024			Unity Trust	Nest	Clerk Pension	NEST Pensions	X	23.28		23.28
38	21/06/2024			Unity Trust	Pension	Clerk Pension	NEST Pensions	X	90.40		90.40
46	03/06/2024			Unity Trust		Clerk Pension	NEST Pensions	X	90.40		90.40
53	01/08/2024			Unity Trust	DD Nest	Clerk Pension	NEST Pensions	X	90.40		90.40
Subtotal for Code: Pension									£294.48		£294.48
Subtotal for Cost Centre: Staffing									9,706.28		9,706.28

Cost Centre Communications

Code Number 34 Newsletter Printing, Design and Distrib

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
11	08/04/2024	10706308-2		Unity Trust	CHQ 742	Newsletter Printing	Peter Whitehead	X	80.00		80.00
14	08/04/2024	web2986533-1		Unity Trust	CHQ 754	Printing	Peter Whitehead	X	355.26		355.26
Subtotal for Code: Newsletter Printing, Design and									£435.26		£435.26

Code Number 35 Website

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
48	09/07/2024			Unity Trust	CHQ 300768	Website	E Mango/Kimcell	E	60.00		60.00
Subtotal for Code: Website									£60.00		£60.00

Code Number 36 Other Publicity

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
44	28/06/2024			Unity Trust		Printing	Instaprint	X	35.23		35.23
56	21/08/2024	GB190023639		Unity Trust	CHQ 300773	Claygate Flower Show Stall and Cllr Tic	Dawn Lacey	S	14.99	3.00	17.99
Subtotal for Code: Other Publicity									£50.22	£3.00	£53.22
Subtotal for Cost Centre: Communications									545.48	3.00	548.48

Cost Centre Grants and CIL

Listing of Payments in each Code for All Cost Centres

(Between 01-04-2024 and 07-10-2024)

Code Number 24 Other Grants

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
1	07/05/2024			Unity Trust	CHQ 300762	CRGT Benches	Claygate Recreation Ground Trust	X	481.25		481.25
29	07/05/2024			Unity Trust	300762	CRGT Benches	Claygate Recreation Ground Trust	X			
37	14/06/2024			Unity Trust		Grant Winning Horse	Claygate Community Benefit Society	X	2,000.00		2,000.00
Subtotal for Code: Other Grants									£2,481.25		£2,481.25
Subtotal for Cost Centre: Grants and CIL									2,481.25		2,481.25

Cost Centre Environment

Code Number 29 Highway Garden Sites

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
55	15/08/2024			Unity Trust	Garden Sites	Garden sites	Pauls Gardening Services	E	300.00		300.00
Subtotal for Code: Highway Garden Sites									£300.00		£300.00

Code Number 30 Highway Garden Site Projects

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
36	04/06/2024			Unity Trust	CHQ 300764	Garden sites	Pauls Gardening Services	X	300.00		300.00
47	02/07/2024	Pauls Gardenir		Unity Trust	CHQ 300766	Garden sites	Pauls Gardening Services	E	300.00		300.00
52	29/07/2024			Unity Trust	Garden Sites	Garden sites	Pauls Gardening Services	E	300.00		300.00
Subtotal for Code: Highway Garden Site Projects									£900.00		£900.00

Code Number 31 Hanging Baskets and Troughs

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
35	04/06/2024			Unity Trust	CHQ758	Garden sites	Pauls Gardening Services	X	300.00		300.00
Subtotal for Code: Hanging Baskets and Troughs									£300.00		£300.00
Subtotal for Cost Centre: Environment									1,500.00		1,500.00

Cost Centre General Expenditure

Code Number 8 Training

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
12	02/04/2024	INV_32571		Unity Trust	CHQ 746	Clerk Training	E Mango/Kimcell	S	50.00	10.00	60.00
Subtotal for Code: Training									£50.00	£10.00	£60.00

Code Number 10 Meeting Room Hire and Storage

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
2	11/04/2024	CVH-2024-155		Unity Trust	CHQ 300744	Hall Hire	Claygate Village Hall Association	X	102.29		102.29
8	11/04/2024	CVH-2024-152		Unity Trust	CHQ 738	Hall Hire	Claygate Village Hall Association	X	138.75		138.75
17	11/04/2024			Unity Trust	300744	Hall Hire	Claygate Village Hall Association	X			
24	20/06/2024			Unity Trust		Hall Hire	Claygate Village Hall Association	E			
28	07/05/2024	CRGT Hire		Unity Trust	300745	Hall Hire	Claygate Recreation Ground Trust	X	90.76		90.76
34	20/05/2024			Unity Trust	CHQ 757	Hall Hire	Claygate Recreation Ground Trust	X	51.90		51.90
41	24/06/2024			Unity Trust	CHQ 300767	Meeting Room Booking	Claygate Village Hall Association	X	64.72		64.72
42	25/06/2024			Unity Trust	CHQ 763	Hall Hire	Claygate Recreation Ground Trust	S	100.00	20.00	120.00

Listing of Payments in each Code for All Cost Centres
(Between 01-04-2024 and 07-10-2024)

59	29/08/2024			Unity Trust	Hall Hire	Hall Hire	Claygate Village Hall Association	X	183.78		183.78
61	29/08/2024	CVHA		Unity Trust	CHQ 300772	Hall Hire	Claygate Village Hall Association	X	91.20		91.20
Subtotal for Code: Meeting Room Hire and Storage									£823.40	£20.00	£843.40

Code Number 14 Subscriptions

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
3	08/04/2024	CLAYGATE		Unity Trust	CHQ 300743	SALC and NALC Subscription 2023/24	NALC	X	120.00		120.00
13	25/04/2024	MEM248357-1		Unity Trust	CHQ 749	SALC and NALC Subscription 2023/24	SLCC	X	188.00		188.00
Subtotal for Code: Subscriptions									£308.00		£308.00

Code Number 16 Miscellaneous Admin Costs

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
26	28/05/2024			Unity Trust		Payroll Admin	Surrey Community Action	X			
Subtotal for Code: Miscellaneous Admin Costs											

Code Number 43 Meeting Expenses

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
57	23/08/2024	GB 232128892	Marks & Spe	Unity Trust	CHQ 300770	Councillor Expenses	Donna Holt	S	58.42	11.68	70.10
Subtotal for Code: Meeting Expenses									£58.42	£11.68	£70.10

Code Number 45 Equipment

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
7	30/04/2024	1279499		Unity Trust	CHQ 300752	Defibrillator Service	Medisol BV	S	65.59	13.12	78.71
22	22/04/2024			Unity Trust	1292380	Defibrillator Service	Medisol BV	S	149.00	29.80	178.80
Subtotal for Code: Equipment									£214.59	£42.92	£257.51

Code Number 51 Clean up day

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
4	30/04/2024			Unity Trust	CHQ 300753	Councillor Expenses	Costco	S			
4	30/04/2024			Unity Trust	CHQ 300753	Councillor Expenses	Costco	Z			
5	30/04/2024			Unity Trust	CHQ 300753	Councillor Expenses	Waitrose Ltd	S	94.16	18.83	112.99
Subtotal for Code: Clean up day									£94.16	£18.83	£112.99

Code Number 52 Water

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
6	11/04/2024	10001822674		Unity Trust	Castle Water	Water Bill	Castle Water	X	32.05		32.05
Subtotal for Code: Water									£32.05		£32.05

Subtotal for Cost Centre: General Expenditure									1,580.62	103.43	1,684.05
---	--	--	--	--	--	--	--	--	----------	--------	----------

Cost Centre Operating Costs

Code Number 11 Telephone

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
27	29/05/2024			Unity Trust		Clerk Mobile	Vodafone	S			
32	29/05/2024			Unity Trust	Mobile Vodafone	Clerk Mobile	Vodafone	S	11.31	2.26	13.57
43	28/06/2024			Unity Trust		Clerk Mobile	Vodafone	S	11.31	2.26	13.57
51	29/07/2024			Unity Trust	Mobile Vodafone	Clerk Mobile	Vodafone	E	13.57		13.57

Listing of Payments in each Code for All Cost Centres
 (Between 01-04-2024 and 07-10-2024)

58	28/08/2024			Unity Trust		Mobile Vodafone	Clerk Mobile	Vodafone	X	13.57		13.57
Subtotal for Code: Telephone										£49.76	£4.52	£54.28
Code Number 15 Office Equipment												
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
19	29/04/2024			Unity Trust		Clerk Mobile	Vodafone	S	11.31	2.26	13.57	
Subtotal for Code: Office Equipment										£11.31	£2.26	£13.57
Code Number 17 Bank Charges												
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
20	24/04/2024	GB639237322	GB6392373:	Unity Trust		Microsoft Office 365	Microsoft Ireland Operations Ltd	E	3.00		3.00	
25	24/05/2024			Lloyds Bank Credit		Microsoft Office 365	Microsoft Ireland Operations Ltd	E				
40	15/06/2024	GB639237322	GB6392373:	Unity Trust		Microsoft Office 365	Microsoft Ireland Operations Ltd	E	3.00		3.00	
45	30/06/2024			Unity Trust		Banking Charge	Unity Trust Bank	X	18.00		18.00	
Subtotal for Code: Bank Charges										£24.00		£24.00
Code Number 19 GDPR Compliance (Microsoft 356)												
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
20	24/04/2024	GB639237322	GB6392373:	Unity Trust		Microsoft Office 365	Microsoft Ireland Operations Ltd	S	30.90	6.18	37.08	
25	24/05/2024			Lloyds Bank Credit		Microsoft Office 365	Microsoft Ireland Operations Ltd	S				
40	15/06/2024	GB639237322	GB6392373:	Unity Trust		Microsoft Office 365	Microsoft Ireland Operations Ltd	S	30.90	6.18	37.08	
50	24/07/2024			Unity Trust	Lloyds Microsoft	Microsoft Office 365	Lloyds Bank PLC	X	37.08		37.08	
50	24/07/2024			Unity Trust	Lloyds Microsoft	Microsoft Office 365	Lloyds Bank PLC	X	3.00		3.00	
60	27/08/2024			Unity Trust	microsoft	Microsoft Office 365	Microsoft Ireland Operations Ltd	X	37.08		37.08	
60	27/08/2024			Unity Trust	microsoft	Microsoft Office 365	Microsoft Ireland Operations Ltd	X	3.00		3.00	
Subtotal for Code: GDPR Compliance (Microsoft 3										£141.96	£12.36	£154.32
Code Number 38 Office Software												
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
15	16/04/2024			Unity Trust		Account Software Support and Mainten	SCRIBE	X				
18	16/04/2024			Unity Trust	300755	Annual Subscription	SCRIBE	S	348.00	69.60	417.60	
33	24/05/2024	GB639237322	GB6392373:	Unity Trust	DD Microsoft	Microsoft Office 365	Lloyds Bank PLC	S	30.90	6.18	37.08	
33	24/05/2024	GB639237322	GB6392373:	Unity Trust	DD Microsoft	Microsoft Office 365	Lloyds Bank PLC	X	3.00		3.00	
39	24/06/2024			Unity Trust		Annual Subscription	Microsoft Ireland Operations Ltd	S	356.40	71.28	427.68	
Subtotal for Code: Office Software										£738.30	£147.06	£885.36
Subtotal for Cost Centre: Operating Costs										965.33	166.20	1,131.53
TOTALS										£16,778.96	£272.63	£17,051.59

Claygate Parish Council

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 31/07/2024		
	Cash in Hand 01/04/2024		127,874.19
	ADD		
	Receipts 01/04/2024 - 31/07/2024		83,180.05
			211,054.24
	SUBTRACT		
	Payments 01/04/2024 - 31/07/2024		14,339.44
A	Cash in Hand 31/07/2024 (per Cash Book)		196,714.80
	Cash in hand per Bank Statements		
	Petty Cash	31/07/2024	55.43
	Unity Trust	31/07/2024	153,376.10
	Cambridge BS	31/07/2024	43,283.27
	Lloyds Bank Credit Card	31/07/2024	0.00
			196,714.80
	Less unrepresented payments		
			196,714.80
	Plus unrepresented receipts		
B	Adjusted Bank Balance		196,714.80
	A = B Checks out OK		

Claygate Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 30/06/2024		
	Cash in Hand 01/04/2024		127,874.19
	ADD Receipts 01/04/2024 - 30/06/2024		83,044.42
			210,918.61
	SUBTRACT Payments 01/04/2024 - 30/06/2024		11,720.76
A	Cash in Hand 30/06/2024 (per Cash Book)		199,197.85
	Cash in hand per Bank Statements		
	Petty Cash	30/06/2024	55.43
	Unity Trust	30/06/2024	155,859.15
	Cambridge BS	30/06/2024	43,283.27
	Lloyds Bank Credit Card	30/06/2024	0.00
			199,197.85
	Less unrepresented payments		
			199,197.85
	Plus unrepresented receipts		
B	Adjusted Bank Balance		199,197.85
	A = B Checks out OK		

Claygate Parish Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 31/05/2024		
	Cash in Hand 01/04/2024		127,874.19
	ADD Receipts 01/04/2024 - 31/05/2024		53,104.42
			180,978.61
	SUBTRACT Payments 01/04/2024 - 31/05/2024		6,315.65
A	Cash in Hand 31/05/2024 (per Cash Book)		174,662.96
	Cash in hand per Bank Statements		
	Petty Cash	31/05/2024	55.43
	Unity Trust	31/05/2024	131,324.26
	Cambridge BS	31/05/2024	43,283.27
	Lloyds Bank Credit Card	31/05/2024	0.00
			174,662.96
	Less unrepresented payments		
			174,662.96
	Plus unrepresented receipts		
B	Adjusted Bank Balance		174,662.96
	A = B Checks out OK		

Claygate Parish Council

Net Position by Cost Centre and Code

Cost Centre Name

Income	Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
				Budget	Actual	Budget	Actual	Budget
	1	Precept		56,672.00				-56,672.00
	2	Precept Grant		3,000.00				-3,000.00
	3	Interest Received		320.00				-320.00
	4	CIL			46,921.37			46,921.37
	5	VAT			5,582.87			5,582.87
	53	Remembrance Day		700.00				-700.00
				60,692.00	£52,504.24			-8,187.76

Staffing	Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
				Budget	Actual	Budget	Actual	Budget
	6	Salaries & NI				16,302.00	9,411.80	6,890.20
	18	Pension				652.08	294.48	357.60
	33	Staffing General						
	37	Locum Expenditure						
						16,954.08	£9,706.28	7,247.80

Highways	Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
				Budget	Actual	Budget	Actual	Budget
	26	Highway Trees				250.00		250.00
	27	Bus Shelter & Bench Maint				100.00		100.00
	28	Bridleways				500.00		500.00
						850.00		850.00

Planning	Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
				Budget	Actual	Budget	Actual	Budget
	32	Planning				1,500.00		1,500.00
						1,500.00		1,500.00

Communications	Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
				Budget	Actual	Budget	Actual	Budget
	34	Newsletter Printing, Design				4,893.00	435.26	4,457.74
	35	Website				706.87	60.00	646.87
	36	Other Publicity				100.00	50.22	49.78
						5,699.87	£545.48	5,154.39

Grants and CIL	Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
				Budget	Actual	Budget	Actual	Budget
	21	Youth				1,000.00		1,000.00
	22	Christmas Lights Event				500.00		500.00
	23	Climate Improvement				1,000.00		1,000.00
	24	Other Grants			29,940.00	1,000.00	2,481.25	28,458.75
	25	Public Projects				1,265.00		1,265.00
	40	Litter Pick Mornings				300.00		300.00
	41	Remembrance Day			700.00	635.00		1,335.00
	42	Detritus Day				300.00		300.00
					£30,640.00	6,000.00	£2,481.25	34,158.75

Environment	Code	Title	Bal. B/Fwd.	Receipts		Payments		Current Balance
				Budget	Actual	Budget	Actual	Budget
	29	Highway Garden Sites				4,760.00	300.00	4,460.00
	30	Highway Garden Site Proje					900.00	-900.00
	31	Hanging Baskets and Trouç				3,342.05	300.00	3,042.05

Current Balance = Balance B/Fwd - (Receipt Budget - Actual Receipt) + (Payment Budget - Actual Payments)

Claygate Parish Council

Net Position by Cost Centre and Code

Cost Centre Name

8,102.05 £1,500.00 6,602.05

Public Projects

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>

46 Other Public Projects

Elections

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>

20 Election Expenses

11,282.00

11,282.00

50 Election Accrued Budget

3,000.00

3,000.00

14,282.00

14,282.00

General Expenditure

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>

8 Training

500.00

50.00

450.00

9 Office Supplies

200.00

200.00

10 Meeting Room Hire and Str

1,200.00

823.40

376.60

13 Equipment Insurance

300.00

300.00

14 Subscriptions

2,436.00

308.00

2,128.00

16 Miscellaneous Admin Costs

300.00

300.00

43 Meeting Expenses

58.42

-58.42

45 Equipment

214.59

-214.59

51 Clean up day

94.16

-94.16

52 Water

32.05

-32.05

4,936.00

£1,580.62

3,355.38

Operating Costs

<u>Code</u> <u>Title</u>	<u>Bal. B/Fwd.</u>	<u>Receipts</u>		<u>Payments</u>		<u>Current Balance</u>
		<u>Budget</u>	<u>Actual</u>	<u>Budget</u>	<u>Actual</u>	<u>Budget</u>

7 Working from Home Allowa

312.00

312.00

11 Telephone

132.00

49.76

82.24

12 Audit

600.00

600.00

15 Office Equipment

11.31

-11.31

17 Bank Charges

13.21

144.00

24.00

133.21

19 GDPR Compliance (Micros

760.00

141.96

618.04

38 Office Software

970.00

738.30

231.70

39 Public Liability Insurance

650.00

650.00

49 Website

£13.21

3,568.00

£965.33

2,615.88

NET TOTAL

60,692.00

£83,157.45

61,892.00

£16,778.96

67,578.49

Claygate Parish Council
Summary of Receipts and Payments
Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Income	60,692.00	52,504.24	-8,187.76 (-13%)			0.00 (N/A)	-8,187.76
Staffing			0.00 (N/A)	16,954.08	9,706.28	7,247.80 (42%)	7,247.80
Highways			0.00 (N/A)	850.00		850.00 (100%)	850.00
Planning			0.00 (N/A)	1,500.00		1,500.00 (100%)	1,500.00
Communications			0.00 (N/A)	5,699.87	545.48	5,154.39 (90%)	5,154.39
Grants and CIL		30,640.00	30,640.00 (306400)	6,000.00	2,481.25	3,518.75 (58%)	34,158.75
Environment			0.00 (N/A)	8,102.05	1,500.00	6,602.05 (81%)	6,602.05
Public Projects			0.00 (N/A)			0.00 (N/A)	0.00
Elections			0.00 (N/A)	14,282.00		14,282.00 (100%)	14,282.00
General Expenditure			0.00 (N/A)	4,936.00	1,580.62	3,355.38 (67%)	3,355.38
Operating Costs		13.21	13.21 (1321%)	3,568.00	965.33	2,602.67 (72%)	2,615.88
NET TOTAL	60,692.00	83,157.45	22,465.45 (37%)	61,892.00	16,778.96	45,113.04 (72%)	67,578.49
Total for ALL Cost Centres		83,157.45			16,778.96		
V.A.T.		22.60			272.63		
GROSS TOTAL		83,180.05			17,051.59		

Claygate Parish Council

Summary of Receipts and Payments

7 October 2024 (2024-2025)

All Cost Centres and Codes

Income		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
1	Precept	56,672.00		-56,672.00				-56,672.00 (-100%)
2	Precept Grant	3,000.00		-3,000.00				-3,000.00 (-100%)
3	Interest Received	320.00		-320.00				-320.00 (-100%)
4	CIL		46,921.37	46,921.37				46,921.37 (N/A)
5	VAT		5,582.87	5,582.87				5,582.87 (N/A)
53	Remembrance Day	700.00		-700.00				-700.00 (-100%)
SUB TOTAL		60,692.00	52,504.24	-8,187.76				-8,187.76 (-13%)

Staffing		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
6	Salaries & NI				16,302.00	9,411.80	6,890.20	6,890.20 (42%)
18	Pension				652.08	294.48	357.60	357.60 (54%)
33	Staffing General							(N/A)
37	Locum Expenditure							(N/A)
SUB TOTAL					16,954.08	9,706.28	7,247.80	7,247.80 (42%)

Highways		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
26	Highway Trees				250.00		250.00	250.00 (100%)
27	Bus Shelter & Bench Maintenance				100.00		100.00	100.00 (100%)
28	Bridleways				500.00		500.00	500.00 (100%)
SUB TOTAL					850.00		850.00	850.00 (100%)

Planning		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
32	Planning				1,500.00		1,500.00	1,500.00 (100%)
SUB TOTAL					1,500.00		1,500.00	1,500.00 (100%)

Communications		Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Code	Title							
34	Newsletter Printing, Design and				4,893.00	435.26	4,457.74	4,457.74 (91%)
35	Website				706.87	60.00	646.87	646.87 (91%)
36	Other Publicity				100.00	50.22	49.78	49.78 (49%)

Claygate Parish Council
Summary of Receipts and Payments
All Cost Centres and Codes

7 October 2024 (2024-2025)

SUB TOTAL		5,699.87	545.48	5,154.39	5,154.39 (90%)
------------------	--	-----------------	---------------	-----------------	-----------------------

Grants and CIL

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	Youth				1,000.00	1,000.00	1,000.00 (100%)	
22	Christmas Lights Event				500.00	500.00	500.00 (100%)	
23	Climate Improvement				1,000.00	1,000.00	1,000.00 (100%)	
24	Other Grants		29,940.00	29,940.00	1,000.00	2,481.25	-1,481.25	28,458.75 (2845%)
25	Public Projects				1,265.00	1,265.00	1,265.00 (100%)	
40	Litter Pick Mornings				300.00	300.00	300.00 (100%)	
41	Remembrance Day		700.00	700.00	635.00	635.00	1,335.00 (210%)	
42	Detritus Day				300.00	300.00	300.00 (100%)	
SUB TOTAL			30,640.00	30,640.00	6,000.00	2,481.25	3,518.75	34,158.75 (569%)

Environment

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
29	Highway Garden Sites				4,760.00	300.00	4,460.00	4,460.00 (93%)
30	Highway Garden Site Projects					900.00	-900.00	-900.00 (N/A)
31	Hanging Baskets and Troughs				3,342.05	300.00	3,042.05	3,042.05 (91%)
SUB TOTAL					8,102.05	1,500.00	6,602.05	6,602.05 (81%)

Public Projects

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
46	Other Public Projects							(N/A)
SUB TOTAL								(N/A)

Elections

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Election Expenses				11,282.00	11,282.00	11,282.00 (100%)	
50	Election Accrued Budget				3,000.00	3,000.00	3,000.00 (100%)	
SUB TOTAL					14,282.00	14,282.00	14,282.00 (100%)	

General Expenditure

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8	Training				500.00	50.00	450.00 (90%)	
9	Office Supplies				200.00	200.00	200.00 (100%)	

Claygate Parish Council

Summary of Receipts and Payments

7 October 2024 (2024-2025)

All Cost Centres and Codes

10 Meeting Room Hire and Storage	1,200.00	823.40	376.60	376.60 (31%)
13 Equipment Insurance	300.00		300.00	300.00 (100%)
14 Subscriptions	2,436.00	308.00	2,128.00	2,128.00 (87%)
16 Miscellaneous Admin Costs	300.00		300.00	300.00 (100%)
43 Meeting Expenses		58.42	-58.42	-58.42 (N/A)
45 Equipment		214.59	-214.59	-214.59 (N/A)
51 Clean up day		94.16	-94.16	-94.16 (N/A)
52 Water		32.05	-32.05	-32.05 (N/A)
SUB TOTAL		4,936.00	1,580.62	3,355.38 (67%)

Operating Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
7	Working from Home Allowance				312.00		312.00	312.00 (100%)
11	Telephone				132.00	49.76	82.24	82.24 (62%)
12	Audit				600.00		600.00	600.00 (100%)
15	Office Equipment					11.31	-11.31	-11.31 (N/A)
17	Bank Charges		13.21	13.21	144.00	24.00	120.00	133.21 (92%)
19	GDPR Compliance (Microsoft 3E				760.00	141.96	618.04	618.04 (81%)
38	Office Software				970.00	738.30	231.70	231.70 (23%)
39	Public Liability Insurance				650.00		650.00	650.00 (100%)
49	Website							(N/A)
SUB TOTAL			13.21	13.21	3,568.00	965.33	2,602.67	2,615.88 (73%)

Summary

NET TOTAL	60,692.00	83,157.45	22,465.45	61,892.00	16,778.96	45,113.04	67,578.49 (55%)
V.A.T.		22.60			272.63		
GROSS TOTAL		83,180.05			17,051.59		